



Embassy of the United States of America

Guatemala, July 24, 2020

To: Prospective Quoters

Subject: Request for Quotations number 19GT5020Q0053 – Purchase of miscellaneous supplies and computer equipment as per SOW (attached)

Enclosed is a Request for Quotations (RFQ) for **Purchase of miscellaneous supplies and computer equipment**. If you would like to submit a quotation, please complete the required portions of the attached documents (RFQ), Item11 (c, d, e, f) and item12 through 16 and submit your offer to:

GuatemalaBids@state.gov

Please **use ONLY the address provided above** to send your offer, including the solicitation number in the email subject. Offers sent to any other email addresses may not be considered valid.

The U.S. Government intends to award a purchase order to the responsible company submitting a technically acceptable offer at the lowest price. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Pricing must include breakdown (NET PRICE + VAT = FULL PRICE). VAT (IVA) should be listed separately for each line item.

Questions regarding this solicitation shall be sent to Wagner Lam, email: LamW@state.gov not later than July 30, 2020. The answers to your questions will be available for all interested offerors.

Quotations are due on August 3, 2020 by COB 17:00 hours. You will receive an automatic response once your bid has successfully been received. If you do not receive a response, please contact Wagner Lam. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system. Questions for clarification regarding this solicitation are welcome.

Sincerely,

Aaron C. Truax
Contracting Officer

List of attachments:

- Invitation Letter
- Standard Form 18 (RFQ)
- Solicitation Package –Statement of Work
- Clauses incorporated by reference

For reference:

- Posting date of this RFQ: July 24, 2020
- Due date for Question: July 30, 2020
- Due date for quotations: August 3, 2020

Do not forget to include this number in the e-mail subject: 19GT5020Q0053 Computer equipment